

EMERGENCY ACTION PLAN (Draft)

for

Facility Name: Wildwood Retreat Center

Facility Address: 20111 Old Cazadero Road, Guerneville, CA

DATE PREPARED: February 7, 2023

## 1. Purpose:

The purpose of this document is to identify conditions under which an evacuation would be necessary, designate a clear chain of command, and determine appropriate evacuation procedures. The following plan applies to emergencies, both man-made and natural, which would require the facility to be evacuated, such as fires, explosions, earthquakes, toxic materials releases and other hazardous situations.

While natural disasters such as earthquakes or fire cannot be prevented, there are measures that can be taken to reduce the risks and to be prepared.

## 2. Scope

This Draft Emergency Action Plan, “the Plan” is developed under the requirements set forth in California Fire Code 2019 Chapter 4, Emergency Planning and Preparedness. It provides planning and procedures to Wildwood Retreat Center Staff and Guests for emergencies, evacuation, safety plans, drills, employee training, event permitting, and hazard communication. Further development of the plan is forthcoming, but the incomplete version has been released to accompany submission of the Wildwood rezoning and Use Permit. Sections are organized for use in binders to be made available for use by employees as follows:

- Emergency phone numbers and contact information (Section 3)
- Utility company emergency contact numbers (Section 4)
- Alarm activation and announcements (Section 5)
- Occupant emergency egress and escape routes (Section 6)
- Emergency vehicle ingress and egress (Section 7)
- Evacuation procedures (Section 8)
- Employee actions and training (Section 9)
- Assembly points and areas of temporary refuge (Section 10)
- Water supplies for firefighting (Section 11)
- Emergency supplies (Section 12)
- Weather monitoring and fire watch (Section 13)
- Defensible space requirements (Section 14)
- NOTE: PP 23-25 INTENTIONALLY OMITTED
  
- Maps
  - Location Vicinity Map (Appendix 1)
  - Overall Site Plan (Appendix 2)
  - Facility Site Plan (Appendix 3)

3. Emergency Phone Numbers and Emergency Personnel Contact Information

FIREDEPARTMENT:

PARAMEDICS:

AMBULANCE:

POLICE:

SHERIFF:

CAL FIRE:

3.1 Emergency Personnel Names and Phone Numbers

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at site) Name: Phone: ( )

EMERGENCY COORDINATOR

Name: Phone: ( )

AREA MONITORS (If applicable):

Area Name: Phone: ( )

Area Name: Phone: ( )

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable)

Name: Phone: ( )

Name: Phone: ( )

FIRE SAFETY COORDINATOR(S):

Name: Phone: ( )

Name: Phone: ( )

#### 4. Utility Company Emergency Contacts

(Specify name of the company, phone number and point of contact)

ELECTRIC:

WATER:

GAS (if applicable):

TELEPHONE COMPANY:

## 5. Alarm Activation and Announcements

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE\*
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- OTHER(specify)

\*Per CFC Sections 401.3.1-401.3.3

- Fire events. In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department.
- Alarm activations. Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department.
- Delayed notification. A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

### 5.1. MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
  - Paramedics
  - Ambulance
  - Fire Department
  - Other
  
- Provide the following information:
  - Nature of medical emergency,
  - Location of the emergency (address, building, room number)
  - Your name and phone number from which you are calling.
  
- Do not move victim unless absolutely necessary
  
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name:

Phone:

Name:

Phone:

- If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:
  - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - Clear the air passages using the Heimlich Maneuver in case of choking.
  
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## 5.2. FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - Voice Communication
  - Phone Paging
  - Other (specify)

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Official, Emergency Coordinator or supervisors must (underline one):*

- Disconnect utilities and equipment unless doing so jeopardizes safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*Area Monitors must:*

- Ensure that all employees have evacuated the area.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.



### 5.3. EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

#### 5.4. CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment:

Personal Protective Equipment (PPE): MSDS:

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*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company:

Phone Number:

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- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## 5.5. SEVERE WEATHER AND NATURAL DISASTERS

### 5.5.1. Wildland Fire

- Under development.

### 5.5.2. Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### 5.5.3. Flood:

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

## 6. Occupant Emergency Egress and Escape Routes

- Evacuation route maps (under development) have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
    - a. Assembly points
- Site personnel should know at least two evacuation routes.

Directions to nearest hospital.

- Pending

## 7. Emergency Vehicle Ingress and Egress

A secondary evacuation road from the site is accessible by vehicles from the parking lot. This alternate exit connects the site to Old Cazadero Road to the east. The primary exit is to the west at Old Cazadero Road. This primary exit offers egress. See the site plans at the end of this document.

## 8. Evacuation

Exit routes from the building shall be:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris or furniture at all times, and
- Unlikely to expose evacuating personnel or visitors to additional hazards

Exit routes from the site:

- If evacuation from the site is required, two exits from the site exist. The Department of Emergency Management has designated the following route as the Primary Evacuation Route for Wildwood (See Evacuation Map attached):
  - Primary route: exit down entry driveway to Old Cazadero Road. Turn left on Old Cazadero Road and proceed five miles down to CA 116 (River Road), where, depending on conditions, turn either east toward Guerneville, or west to the coast.
  - In the event that an exit from the property is not advisable, a helicopter evacuation may be requested. The coordinates of the helicopter landing site on the adjacent property shall be given to the local fire departments to keep on file as well as clearly posted on the evacuation plan, which shall be posted in key locations within the building.
- The driveway from the retreat center to the public road shall have the exit route clearly marked
- The driveway from the retreat center shall remain clear of debris or obstacles at all times.
- The designated helicopter landing site shall remain clear of debris or obstacles at all times.

Employer shall implement the following:

- Keep fire exits unlocked during business hours
- Test regularly all back-up and safety systems, such as fire extinguishers, emergency lighting and communication systems, and repair as needed
- Post evacuation plan in key locations, and review it periodically to ensure its effectiveness
  - Provide a laminated, easy to read, 1-page document with bullet points on when and how to evacuate or shelter in place
- Post emergency contact numbers in key locations
- Conduct emergency evacuation drills periodically
- Establish designated meeting locations outside the buildings for employees to gather following an evacuation and establish a protocol for taking a head count after the evacuation
- Identify personnel with special needs or disabilities who may need help evacuating, and assign one or more people, including back-up personnel, to help them
- Post emergency numbers, including 911, near telephones

- Designate the emergency commander and alternate emergency commanders, both of whom shall be required to:
  - sign up for Voluntary Evacuation alerts for the area, and
  - familiarize themselves with a Voluntary Evacuation event and
  - Sign up for PG&E alerts of a Public Safety Power Shutoff (PSPS)
  - follow the National Weather Service and Cal Fire on social media for advance warning of a PSPS

#### Methods to Account for Wildwood Employees and Guests

Employees are to be instructed to meet at a designated location so they can be accounted for during an emergency. If it is determined that any persons are missing, the responding emergency agency will be notified. The agency also will be informed about the last approximate whereabouts of missing employees. The meeting location will be chosen based on the type of emergency involved. The project manager will account for wind direction and potential hazards in determining the meeting place. The meeting location for this project will be:

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## 9. Employee Actions and Training

Employees shall:

- Be familiar with the work site's emergency evacuation plan
- Know the pathway to at least two alternative exits from the workplace
- Recognize the sound/signaling method of fire/evacuation alarms
- Know whom to contact in an emergency and how to contact them
- Know the layout of the workspace so they can escape in the dark if necessary
- Know where the fire/evacuation alarms are located and know how to use them
- Report damaged or malfunctioning safety systems and back-up systems
- Know the procedures for assisting visitors on site:
  - Check offices, bathrooms and other spaces before being the last person to exit an area
  - Guide visitors out of the building through the emergency exits and to the nearest designated meeting location
  - If evacuation from the site is required, assist employees and visitors with the evacuation of the site via vehicle or helicopter.

### 9.1. Critical Operations

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

9.2. Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In the event an emergency will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in this manual.

The following offices should be contacted: Name/Location: \_  
Telephone Number: \_

Name/Location: \_ Telephone  
Number: \_

Name/Location: \_ Telephone  
Number: \_

9.3. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only the following people may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process



All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the (Designated Assembly Area)

#### 9.4. TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date

## 10. Assembly Points and Areas of Temporary Refuge

### 10.1. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the Responsible Person(s) will account for each employee or visitor assigned to them at the (Designated Assembly Area). Each employee is responsible for reporting to the appropriate (Responsible Person(s)) so an accurate head count can be made. All employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

### 10.2. Sheltering in Place

If environmental conditions do not allow for immediate evacuation, authorities and/or (Responsible Person(s)) might determine that is safer to remain indoors or in a temporary area of refuge rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system or other means of immediate notification available at worksite.

Conditions under which an evacuation would be necessary may differ from the conditions under which it may be better to shelter in place. A clear chain of command and designation of the person on site authorized to order an evacuation of the building, evacuation of the building and the site, or shelter in place shutdown shall be in place. It is critical that all employees know who this emergency commander is and understand that this person has the authority to make decisions during emergencies. The emergency commander should be responsible for assessing the situation to determine whether the emergency that exists requires activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities if necessary. An alternate emergency commander shall also be designated in the event of absence or incapacity of the primary emergency commander. When emergency officials, such as the local fire department respond to the emergency, they will assume responsibility for the building occupants and have the authority to make decisions regarding evacuation and whatever actions are necessary to protect life and property.

(Responsible Person(s)) will immediately close the business. If customers, clients, or visitors are in the buildings or on site, they will be advised to stay in the building or move to temporary areas of refuge for their safety.

Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.

(Responsible Person(s)) will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.

(Responsible Person(s)) will quickly lock exterior doors and close windows, air vents, and fireplace dampers. (Responsible Person(s)) familiar with the building's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, (Responsible Person(s)) must close window shades, blinds, or curtains.

(Responsible Person(s)) will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at (Designated Location), and will take them to the (Shelter-in-Place Location(s)) within the building. [Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]

All employees, customers, and visitors will move immediately to the (Shelter-in-Place Location(s)) within the building. (Responsible Person(s)) will seal all windows, doors, and vents with plastic sheeting and duct tape.

(Responsible Person) will write down the names of everyone in the room and will call the (Designated Emergency Contact outside the building) to report who is in the room, and their affiliations with (Company Name) (employee, visitor, client, customer).

(Responsible Person(s)) will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

## 11. Water Supplies for Firefighting

Locations of the two 5,000 gallon tanks, the 20,000 gallon swimming pool, pumps, and well water sources for firefighting have been developed, and reviewed by Steve Mosiurchak, Sonoma County. A reduced size version of the full-sized architectural sheet is in the Appendix.

## 12. Emergency Supplies

Store an emergency survival kit in the designated onsite emergency control center location. The emergency survival kit shall include, at a minimum, the following items:

- First Aid Kit
- Access to one gallon per day of drinking water per person, per day, for 3 days
- Freeze dried and canned food (check expiration dates annually and replace as needed)
- Flashlights with extra batteries, candles and box of wooden matches
- Battery operated radio with extra batteries
- N95 mask should be available for every employee, with extras available for visitors
- Batteries for charging cell phones and satellite internet in the event of a large-scale event that results in downed communication lines.
- Plastic sheeting, plastic garbage bags, and duct tape for shelter in place situations.
- Emergency blankets or fire shelter blankets shall be provided for every employee, with extras available for visitors

### 13. Weather Monitoring and Fire Watch

Guests will be informed when a Red Flag condition develops, and will be advised to prepare for cancelation of events and leaving Wildwood should a Voluntary Evacuation Order be announced. All outdoor activities that could result in sparks or fire will be avoided.

The emergency coordinator must inform guests if a Voluntary Evacuation Order is issued. Events will then be canceled, and guests must then leave the property in an orderly manner.

### 14. Defensible Space Requirements

Per Wildwood's WUI FireSafe Workshop Certification, the area around all buildings shall include defensible space. Flammable vegetation shall be removed around all structures and tree branches shall be trimmed such that they are located at least six feet from the ground and ten feet from any chimney. Remove all dead vegetation a minimum of 100 feet from buildings. Flammable vegetation shall be removed at least 10 feet from roadways to allow safe exit during an evacuation. Tree branches shall not be overhanging roofs. Trim trees regularly to keep branches 10 feet away from other trees. Create a separation between trees, scrubs and items that could catch fire, such as patio furniture etc. Weeds and dead grasses shall be cut four inches or shorter. Woodpiles shall be stacked a minimum of 30 feet from any structure, and should be surrounded by bare dirt, (around and under), and or gravel. LPG tanks should also be located on bare dirt or gravel and be located a minimum of 30 feet from the following: any structure, dry or dead material, or anything flammable. Vent openings shall be covered with 1/8" to 1/4" metal mesh to protect from flying embers, and dead leaves shall be cleaned out of gutters regularly. Fire safe landscaping shall be installed and maintained, see attached Guides to Fire Safe Landscaping for Brushland, Grassland, and Timberland, all of which exist on the Wildwood Retreat Center parcel.

NOTE: PAGES 23-25 INTENTIONALLY OMITTED

Wildwood  
Emergency Action Plan



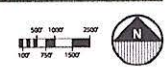
**Wildwood Conservation**  
Foundation  
201525 Non-Profit Organization  
42777652  
Address:  
20111 Old Cazadero Rd.  
Guerneville, CA 95947  
A/E Numbers:  
100-230-008

**Permit Application**  
Zoning/Use Permit Application  
Zones: Standard Production  
Use: Wildwood Reserve Center  
Prepared By:  
Lefebvre  
Drawn By:  
Alexander Vincent

**Sheet Numbers**  
101 Location Vicinity Map  
102 Site Plan A  
103 Site Plan B  
104 Commons  
105 Guest Quarters  
106 Multipurpose Room  
107 Park  
108 Pool Area  
109 Staff Quarters A-H  
110 Staff Quarters I-L, M  
111 Landscape Plan

Notes:


Date: 12-Feb-2020



**Sheet VII**  
Location Vicinity  
Map  
Scale: Approx. 1" = 1000'







Wildwood  
Emergency Action Plan

End of Document

REVIEWED BY

~~Joseph H. Egan~~  
FIRE CHIEF

PREPARED BY  
LEIF GLOMSET



WILDWOOD CONSERVATION  
FOUNDATION

FEB 7, 2023